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7 February 1968

MEMORANDUM FOR: Planning Officer - Office of ELINT  
 Office of Computer Services  
 Office of Special Activities  
 Office of Special Projects  
 Office of Scientific Intelligence  
 Office of Research and Development  
 Office of Foreign Missile and Space  
 Analysis Center

SUBJECT : FY 1970-1974 Combined Program Call Bulletin #4

1. Guidance for computing salary levels for the Directorate Program as given in Bulletin #3 was revised at a meeting of planning and budget officers on 12 January. Since there seems to be some question remaining, the latest guidance will be repeated here.

2. Fiscal years 67, 68, and 69 funding levels are established and correct as presented in the drafts and need not be changed. These levels agree with the latest budget submissions.

3. For fiscal year 1970 and beyond, to be consistent with the budgetary salary concepts which will be used in the next submission, the following guidelines should be followed:

a. Salary amounts by positions can only be 101% of the salary shown for the positions in the prior year. This allows for periodic step increases and legally authorized increases in other positions.

b. All new positions should reflect a 50% lapse factor in the year in which the positions are proposed.

4. Please recheck your salary computations and revise them as necessary, if this has not already been done. Pencil corrections to the drafts in Plans and Programs Branch are preferred at this time to eliminate needless retying of drafts.

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